

Minutes of the Executive Committee
October 6, 2008

Chair Dwyer called the Executive Committee meeting to order at 8:30 a.m. and led the committee in the Pledge of Allegiance.

Executive Committee Members Present:

Jim Dwyer	Dave Swan	Fritz Ruf
Pat Haukohl	Tom Schellinger	Bonnie Morris
Duane Paulson		

Also Present:

Chief of Staff Mark Mader	Internal Audit Manager Lori Schubert
Legislative Policy Advisor Dave Krahn	Director of Administration Norm Cummings
WCFLS Executive Director Tom Hennen	Treasurer Pam Reeves
Senior Financial Analyst Bill Duckwitz	Senior Financial Analyst Clara Daniels
UW-Extension Director Marcia Jante	Community Development Coordinator Glen Lewinski
Legislative Policy Advisor Ann Olson	Library Services Coordinator Claudia Backus
Program Assistant Nancy Mojica	Labor Relations Manager Jim Richter
Accounting Services Manager Larry Dahl	Employee Benefits Administrator Pete Hans
Budget Manager Keith Swartz	

Approve Minutes of September 15 and 18, 2008

MOTION: Paulson moved, Haukohl second, to approve the minutes of September 15, 2008 as amended. Motion carried 7-0.

MOTION: Morris moved, Schellinger second, to approve the minutes of September 18, 2008. Motion carried 7-0.

Correspondence

Dwyer distributed and reviewed the list of correspondence. Supervisors may request copies of listed items from Jicha.

Discuss and Consider the 2009 UW-Extension Operating Budget

Duckwitz gave an overview of the 2009 UW-Extension operating budget as outlined on pages 222 and 223 of the budget book. He said this budget changes in 2009 increasing operating costs to cover the full cost of UW educators, state contractors and Jante's salary. Contracted services are moved to the operating budget due to the possibility of receiving grant funding. Next year some of the Drug Free Communities Grant funding will be used to cover Jante's salary.

Morris asked if the commercial horticulturalist shared with other counties. Jante said Waukesha and Jefferson Counties share a few positions but no money is exchanged. An objective for 2009 is to look for other partnerships.

Duckwitz said the county tax levy supports a portion of the UW Extension budget. State support primarily covers 60% of position costs for several positions including the UW Extension director, community resource development educator, 4H & youth development educator, commercial horticulture educator and the consumer horticulture educator. Ruf asked why do the three clerical staff receive higher salaries than the UW Extension director. Jante said the support staff are paid 100% by the county while the director's salary is not. Swartz said all of the county's support does not have to be county levy. It can be partially grant funded.

Swan said he does not think it is fair for staff to worry about finding grants to cover their salaries. The county should be committed to paying for their salaries. Swartz said this is the way the state computes it. Dwyer said Waukesha County is using their interpretation of their portion. It is not the same method other counties or the state uses. The other counties in the state pay 40% of the funding.

Jante reviewed the department's strategic outcomes and objectives as found on pages 224 – 226 of the budget book.

Haukohl asked if Eble was an available location for a community garden? Jante said she would check it out.

Schellinger asked Jante if her key indicators/outcomes could be more aggressive? Jante said because CDBG funding was reduced \$56,650, staffing and services were cut for three neighborhood programs. There are outcomes in the CDBG grant that are used to measure success.

Morris asked if UW-Extension is working with the Sheriff's Department on the Drug Free Community grant? Jante said UW-Extension has been working with the Sheriff's Department for three years on the Drug Free Coalition Grant.

MOTION: Swan moved, Paulson second, to approve the 2009 UW-Extension operating budget. Motion carried 7-0.

Discuss and Consider the 2009 Waukesha County Federated Library System (WCFLS) Operating Budget

Hennen said WCFLS is a \$20 million operation with \$4 million coming from state and county funding. The county levy for WCFLS increases 3.3% and state aid increases 4% in 2009. Circulation has increased 47% in the last 15 years. Thirty percent of residents use the library every month, 20% of residents do not use the libraries and 20% check out more than 25 items per year. Use of electronic resources has increased dramatically since 2002 including wireless in all libraries but two. In the recent past, WCFLS has reviewed its funding formula, standards and local library plans; conducted a countywide library study, developed business-marketing databases and received eight NACo awards. Future goals include more work on local strategic plans, improved standards, a marketing initiative and fund balance planning for designated items.

MOTION: Ruf moved, Morris second, to approve the 2009 WCFLS operating budget. Motion carried 7-0.

Discuss and Consider the 2009 Community Development Block Grant Operating Budget

Lewinski said there is no county tax levy in this budget. The budget is developed with estimates because the county does not know in advance how much the 2009 allocation will be. Staff anticipates the grant to decrease 7.3%. Because of the uncertainty, language is written into all contracts stating that funding totals could be reduced based on the county's allocation. The budget does not include funding from two upcoming ordinances. The county will get a portion of a \$40 million Neighborhood Stabilization Grant through the state. Lewinski also anticipates getting flood mitigation funds as well. The funds will come to the board for approval through an ordinance. Many of the programs are out of money because the CDBG funds have been committed.

Haukohl noted there are two (e) footnotes in the table located on page 119 but no footnoted explanations below. She would like this corrected.

Dwyer would like Lewinski to return to the next Executive Committee meeting to review contract services including expenditures, personnel costs, length of contracts and renewal dates. Lewinski will also clarify statistics found on page 121 of the budget book.

MOTION: Paulson moved, Haukohl second, to tentatively approve the 2009 CDBG operating budget. Motion carried 7-0.

Discuss and Consider the 2009 Non-Departmental Budget

Cummings reviewed the 2009 non-departmental budget highlights as outlined on page 392 of the budget book. 2009 represents the first year budgeting for the new Health and Dental Insurance Fund. This internal service fund increases the overall expenditure budget by \$21,363,600 and includes estimated claims, outside third party plan administration costs and stop loss insurance.

Cummings, Richter and Hans reviewed the new Employee Wellness Initiative Programs at length.

Paulson asked did the County Board pass legislation to allow for this fund? Cummings said yes but it was not in the 2008 budget. The ordinance allows for excesses to be put into reserves so the county does not have to levy more for reserves next year. The fund will allow the county to smooth out health insurance highs and lows with fund balance. All of the investment income stays in the account. Richter said the county had to borrow money in 2000 from the general fund to cover unexpected increases in health insurance premiums.

Dwyer said he would like to see the contents of the fund documented. Cummings said the county will never take all of the money out of the account.

Morris asked is the Wellness Program paid for with health insurance premiums? Cummings said 90% of it is paid by the County and excess funds. Paulson said employees will be upset to learn you are taking out reserves and not giving the funds back to them. Cummings said the actuary reviews the amounts when they decide the next year's premiums. A big part of this is timing. Even though the books close December 31, health insurance claims can be received January through March. Hans said the reserve is used to pay the annual claims runoff.

Haukohl asked how many employees use county insurance? Richter said 90 % use health insurance. Haukohl asked if the wellness program is open to everyone? Hans said it is. Paulson commented but the program will be paid from the employee health insurance premiums. Richter said it is positive to provide the program to all employees. Hans said a healthier person is more productive.

Cummings reviewed the nondepartmental budget line-by-line as presented on page 395 of the budget book.

WCEDC – The county's contribution to WCEDC has not changed in 15 years.

Ruf asked if the county's contribution could be increased? Cummings said in past years, it was hard to keep this in the budget because some supervisors did not want to provide funding. Ruf said he thinks that is a huge mistake. He would like to see the county's contribution increase.

Loss Control/ADA – Cummings said money is put into individual budgets to deal with planned ADA issues departments want to improve. On occasion, there are issues or complaints that need to be taken care of right away that cannot wait for the budget process. The amount of money in this line item has decreased in the last few years.

Separation Payouts – Cummings said baby boomers are the largest part of our up and coming retirement population. Usually departments could handle payouts of this benefit but with the increase in the anticipated numbers of retirements, this fund will be needed to help make payouts. The County Board reserved this funding through ordinance. Money is held in reserve and funds are being carried over.

Unemployment – This expenditure has changed over the years. In the past 45% of unemployment happened in Parks and Land Use. Money was moved into the departmental budget to cover unemployment. The county pays in actual time when unemployment occurs versus making monthly payments.

Consulting/Grant/Other – This covers things that come up during the year such as studies or hiring consultants.

Dwyer asked is this in addition to money budgeted in departments for these kinds of items? Cummings said we do not know how the money in this account will be used. Dwyer wants to know what items it has covered. Cummings said he will get the information for the committee.

Waukesha County Historical Society – Capital/Debt Service – Cummings said the number of visitors to the museum increases every year.

Waukesha County Historical Society – Building Operations – Funding is provided to the Historical Society on a sliding scale for a ten-year period. Dwyer asked what happens after ten years? Cummings said nothing has been decided. He told the Society they need to start making their needs known to the County Board.

WI River Rail Transit System – Cummings said there is back money owed to the county from this fund. He will not pay the bill without an invoice.

Courthouse/Administration Controlled Access – This item moves out of the non-departmental budget in 2009.

Sussex Police Station – The final payment is due upon occupancy, which is expected to be in 2009. \$125K will be carried over to next year to cover the bill.

Cummings said footnote (f) on page 395 of the budget book is confusing. He will have the footnote language cleaned up to be more concise.

MOTION: Ruf moved, Schellinger second, to tentatively approve the 2009 non-departmental budget. Motion carried 7-0.

Discuss and Consider Information Services – Network Operations Audit Scope

Schubert said the audit project will be contracted to a vendor to take advantage of specialized industry knowledge. The scope of the audit will be a general controls audit of network operations. The primary objective of the audit is to determine the effectiveness of Waukesha County's IT internal controls structure. The control structure includes the following controls: organization environment, system access and security, application development, system software, processing, and disaster planning and contingency. The audit will build on work performed during the financial audit in accordance with the Statement on Auditing Standards (SAS) 109 and vulnerability assessment contracted by IT. An IT risk assessment and audit development project may be added to the overall scope of the project depending on the proposed work plan and overall pricing.

Morris asked what is the anticipated cost? Schubert said \$75K is being transferred from personnel line items to cover the cost of the audit. She does not think the audit will cost that much but she did not want to under estimate the cost and have to restart the project.

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MOTION: Swan moved, Ruf second, to approve the proposed scope of the Information Systems – Network Operations audit scope. Motion carried 7-0.

Ascertain Sale Values for County-Owned Foreclosure Properties with Values Less than \$5,000

Reeves said these are parcels taken inrem foreclosure. She recommended the following minimum sale prices for the listed properties:

Tax Key	Recommended Minimum Sale Value
BBV2062.996	\$100
BRC1088.998.010	\$1,000
BRC1152.083	\$2,000
OCOT0464.997.001	\$600
VNT2093.993	\$1,500

MOTION: Paulson moved, Morris second, to approve the minimum sale values recommended by the Treasurer for the above listed properties. Motion carried 7-0.

Meeting Approval

MOTION: Haukohl moved, Ruf second, to approve attendance of the Executive Committee at the County Executive's Awards. Motion carried 7-0.

The committee did not address the following agenda items:

- Discuss and Consider 2009 – 2013 Capital Projects with an Emphasis on the Following Projects:
- Discuss and Consider Resolution 163-R-004: Adopt Five-Year Capital Projects Plan
- Committee Reports by Committee Chairs for the Following Meetings.

MOTION: Paulson moved, Ruf second, to adjourn the meeting at 12:30 p.m. Motion carried 7-0.

Respectfully submitted,

Bonnie J. Morris
Secretary